



**CALICUT UNIVERSITY – FOUR-YEAR  
UNDERGRADUATE PROGRAMME (CU-FYUGP)**

**Bachelor of Social Work (B.S.W.) Honours**

|                |   |                  |                   |                    |             |
|----------------|---|------------------|-------------------|--------------------|-------------|
| Programme      | Bachelor of Social Work (B.S.W.) Honours  |                  |                   |                    |             |
| Course Code    | BSW4CJ203   |                  |                   |                    |             |
| Course Title   | Social Case Work  |                  |                   |                    |             |
| Type of Course | Major   |                  |                   |                    |             |
| Semester       | IV  |                  |                   |                    |             |
| Academic Level | 200 – 299   |                  |                   |                    |             |
| Course Details | Credit  | Lecture per week | Tutorial per week | Practical per week | Total Hours |
|                | 4   | 4                | -                 | -                  | 60          |
| Pre-requisites | -   |                  |                   |                    |             |
| Course Summary | This course explains the basic concepts, professional aspects, process, tools and different settings of case work, provides students with foundational knowledge and skills necessary for conducting effective case work interventions in social work practice. |                  |                   |                    |             |

**Course Outcomes (CO):**

| CO  | CO Statement   | Cognitive Level* | Knowledge Category# | Evaluation Tools used  |
|---|--|------------------|---------------------|--|
| CO1   | Understand the basic concepts, components, & process of social case work                                   | U                | C                   | Instructor-created exams, assignments                                |
| CO2   | Develop skills in conducting client assessments and acquire diverse intervention strategies and techniques | Ap               | P                   | Writing assignments (case work report reviews, skill demonstrations) |
| CO3   | Develop professional skills to practice case work in different settings                                    | Ap               | P                   | Seminar Presentation / field work placements                         |
| CO4   | Develop adherence to professional ethics and qualities of case work relationship.                          | U                | C                   | Instructor-created exams / Assignments                               |
| * - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)<br># - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Meta cognitive Knowledge (M) |  |                  |                     |  |

**Detailed Syllabus:**

| Module     | Unit                                      | Content   | Hrs (48+12) | Marks 70  |
|------------|---|---|-------------|-----------|
| <b>I</b>   | <b>Basic Concepts of Social Case Work</b> |   | <b>8</b>    | <b>12</b> |
|            | 1   | Meaning and Definition                                  | 1           |           |
|            | 2   | Scope of Social Case Work                               | 2           |           |
|            | 3   | Objectives and Values                                   | 3           |           |
|            | 4   | Components of Case Work                                 | 2           |           |
| <b>II</b>  | <b>Professional Aspects of Case Work</b>  |   | <b>13</b>   | <b>20</b> |
|            | 5   | Case Work Relationship: Definition, Nature & Qualities  | 3           |           |
|            | 6   | Transference, countertransference                       | 1           |           |
|            | 7   | Principles of Case-Work Relationship                    | 3           |           |
|            | 8   | Ethical Aspects of Social Case Work                     | 3           |           |
|            | 9   | Qualities and Skills of Case Worker                     | 3           |           |
| <b>III</b> | <b>Case Work Process</b>                  |   | <b>10</b>   | <b>14</b> |
|            | 10  | Treatment methods in Case Work                          | 2           |           |
|            | 11  | Direct Treatment  | 2           |           |
|            | 12  | Administration of Practical Services                    | 2           |           |
|            | 13  | Environmental Manipulation                              | 2           |           |
|            | 14  | Format of Writing Case Work Report                      | 2           |           |
| <b>IV</b>  | <b>Tools and Settings of Case Work</b>    |   | <b>17</b>   | <b>24</b> |
|            | 15  | Tools: Relationship, Observation, Listening, Interview  | 2           |           |
|            | 16  | Home visits, Collateral contacts, Referrals, Counseling | 2           |           |
|            | 17  | Recording in Social Case work: Relevance                | 2           |           |
|            | 18  | Purpose, principles, & types of recording               | 2           |           |
|            | 19  | Settings of Case work: Primary & Secondary              | 2           |           |

|   |  |   |           |  |
|---|--|---|-----------|--|
|   | 20   | Scope of Case Work in various settings:Family & Child welfare, Educational /School settings   | 2         |  |
|   | 21   | Old Age, Disability, Health Settings, Correction,   | 2         |  |
|   | 22   | Role and Functions of Case Worker in different Settings   | 3         |  |
| V | <b>Open Ended Module: Application of Case Work as a Method</b> |   | <b>12</b> |  |
|   | 1  | Review any one Case work Report and submit its summary<br>OR<br>Conduct one case work in any setting and submit its report.<br>OR<br>Interaction with a Professional Social Worker practicing Case Work | 12        |  |

### Books and References:

1. Aptekar, Herbert (1955) The Dynamics of Casework and Counseling, Houghton Mifflin Co.
2. Biestek, Felix (1968) The Casework Relationship, London : Unwin University Book
3. Upadhyay, R. K. (2003) Social Case Work, Jaipur & New Delhi : Rawat Publication
4. Mathew Grace (1992) An Introduction to Social Case Work, Bombay : Tata Institute of Social Sciences
5. Perlman, Helen Harris (1964) Social Case Work - A Problem Solving Process, London : University of Chicago Press
6. Fuster, J. M., (2002). Personal Counselling. Mumbai : Better Yourself Books
7. Gladding, S. (2013). Counseling: a comprehensive profession. Boston: P
8. Mishra, P D.(1994), Social work Philosophy & Methods, Inter India Publications
9. Bhattacharya, Sanjay (2003), Social work- An Integrated Approach, Deep and Deep Publications

### Mapping of COs with PSOs and POs :

|      | PSO 1 | PSO 2 | PSO 3 | PSO4 | PS O5 | PSO 6 | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
|------|-------|-------|-------|------|-------|-------|-----|-----|-----|-----|-----|-----|-----|
| CO 1 |       | -     | -     |      |       | -     | 2   | -   | -   | -   | -   | 1   | 1   |
| CO 2 |       | 2     | -     | -    | -     | -     | -   | 1   | 1   | -   | -   | 1   | 1   |
| CO 3 | -     | -     | 3     | -    |       | -     | -   | 1   | 1   | 1   | 1   | -   | 1   |
| CO 4 | 2     | -     |       |      | 3     | 2     | -   | -   | -   | 1   | 1   | 2   | 1   |

### Correlation Levels:

| Level | Correlation        |
|-------|--------------------|
| -     | Nil                |
| 1     | Slightly / Low     |
| 2     | Moderate / Medium  |
| 3     | Substantial / High |

**Assessment Rubrics:**

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam (20%)
- Final Exam (70%)

**Mapping of COs to Assessment Rubrics :**

|      | Internal Exam | Assignment | Project Evaluation | End Semester Examinations |
|------|---------------|------------|--------------------|---------------------------|
| CO 1 | ✓             |            |                    | ✓                         |
| CO 2 | ✓             |            |                    | ✓                         |
| CO 3 | ✓             |            |                    | ✓                         |
| CO 4 |               | ✓          |                    | ✓                         |



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**Bachelor of Social Work (B.S.W.) Honours**

|                |   |                  |                   |                    |             |
|----------------|---|------------------|-------------------|--------------------|-------------|
| Programme      | Bachelor of Social Work (B.S.W.) Honours  |                  |                   |                    |             |
| Course Code    | BSW4CJ204   |                  |                   |                    |             |
| Course Title   | Social Group Work   |                  |                   |                    |             |
| Type of Course | Major   |                  |                   |                    |             |
| Semester       | IV  |                  |                   |                    |             |
| Academic Level | 200 - 299   |                  |                   |                    |             |
| Course Details | Credit  | Lecture per week | Tutorial per week | Practical per week | Total Hours |
|                | 4   | 4                | -                 | -                  | 60          |
| Pre-requisites | -   |                  |                   |                    |             |
| Course Summary | This course explains the basic concepts, professional aspects, process, tools and different settings of group work, and provides students with foundational knowledge and skills necessary for conducting effective group work interventions in social work practice. |                  |                   |                    |             |

**Course Outcomes (CO):**

| CO  | CO Statement   | Cognitive Level* | Knowledge Category# | Evaluation Tools used                           |
|---|--|------------------|---------------------|---|
| CO1   | Understand the basic concepts of group work  | U                | C                   | Instructor-created exams, assignments           |
| CO2   | Describe the group work process  | U                | C                   | Writing assignments (group work report reviews) |
| CO3   | Develop skills in group formation, group work process and evaluation                     | Ap               | P                   | Seminar/ Presentation of field work placements, |
| CO4   | Develop the ability to lead and facilitate groups effectively                            | C                | P                   | Instructor-created exams / Assignments          |
| CO5   | Integrate theoretical aspects of group work into different social work practice settings | C                | P                   | Evaluation proforma of fieldwork placements     |
| * - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)<br># - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Meta cognitive Knowledge (M) |  |                  |                     |   |

**Detailed Syllabus:**

| Module     | Unit                      | Content  | Hrs (48+ 12) | Marks (70) |
|------------|---------------------------|--|--------------|------------|
| <b>I</b>   | <b>Social Groups</b>      |  | <b>7</b>     | <b>10</b>  |
|            | 1                         | Definition and Characteristics of social groups  | 2            |            |
|            | 2                         | Primary and secondary groups   | 2            |            |
|            | 3                         | In-group and out-group   | 1            |            |
|            | 4                         | Task and treatment group, reference group, Sub groups                                    | 2            |            |
| <b>II</b>  | <b>Social Group Work</b>  |  | <b>10</b>    | <b>15</b>  |
|            | 5                         | Social Group Work: Definition, Characteristics and Goals                                 | 3            |            |
|            | 6                         | Objectives and Values of Social Group Work   | 2            |            |
|            | 7                         | Relevance and scope of Social Group Work   | 2            |            |
|            | 8                         | Principles of social group work (H B Trecker )   | 3            |            |
| <b>III</b> | <b>Group Work Process</b> |  | <b>17</b>    | <b>25</b>  |
|            | 9                         | Group formation : Role, Rank, Relationships and Group Norms                              | 2            |            |
|            | 10                        | Stages of group development : forming, storming, norming, performing and adjourning      | 2            |            |
|            | 11                        | Group dynamics: communication and interaction patterns, cohesion, conflict and isolation | 3            |            |
|            | 12                        | Social integration, influence and Decision Making  | 2            |            |
|            | 13                        | Group culture  | 1            |            |

|  |   |  |           |           |
|--|---|--|-----------|-----------|
|  | 14  | Group morale and leadership  | 2         |           |
|  | 15  | Group work process: Pregroup formation, Beginning phase, Middle Phase, Ending phase, Termination: types of termination   | 3         |           |
|  | 16  | Recording in social Group work   | 2         |           |
| <b>IV</b>  | <b>Methods And Settings of Social Group Work</b>                |  | <b>14</b> | <b>20</b> |
|  | 17  | Programme Planning and its relevance in Social Group Work  | 2         |           |
|  | 18  | Tools used in social Group work  | 2         |           |
|  | 19  | Qualities and skills of social group worker  | 2         |           |
|  | 20  | Role and functions of social worker in group work  | 2         |           |
|  | 21  | Application of social group work in various settings: health, children and adolescents, women  | 3         |           |
|  | 22  | Application of social group work in various settings: family welfare, communities, elderly and correctional institutions   | 3         |           |
|  | <b>Open Ended Module: Application of Group Work as a Method</b> |  | <b>12</b> |           |
|  | 1   | Observe group work in any settings and submit a group work report.<br>OR<br>Conduct group work in any settings and submit its report.<br>OR<br>Interaction with a Professional social worker practicing group work | 10        |           |
| <p><b>Books and References :</b></p> <ol style="list-style-type: none"> <li>1. Trecker, Harleigh B.(1948) Social Group Work- Principles &amp; Practice, The Woman's Press, New York</li> <li>2. Konopka, Gisela (1983) Social Group Work- a Helping Process Longman Higher Education</li> <li>3. Toseland &amp; Rivas (2011) An Introduction to Group Work Practice, Pearson</li> <li>4. Mishra, P D. (1994) Social Work Philosophy &amp; Methods, Inter India Publications</li> <li>5. Vohra S.S., Nishita Rai, (2005) Group That Works: Techniques and Interventions, Ane Books, New Delhi.</li> <li>6. Siddiqui H.Y .(2008), Group Work Theories and Practice, Rawat Publications, Jaipur</li> <li>7. Hepworth, D. H. ( 2010). Direct Social Work Practice: Theory and Skills (8th Edition). Belmont: Brooks/Cole.</li> </ol> |   |  |           |           |

**Mapping of COs with PSOs and POs :**

|      | PSO 1 | PSO 2 | PSO 3 | PSO4 | PS O5 | PSO 6 | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
|------|-------|-------|-------|------|-------|-------|-----|-----|-----|-----|-----|-----|-----|
| CO 1 | 1     | 1     | 1     | 3    | 1     | 1     | 2   | -   | -   | -   | -   | 1   | -   |
| CO 2 | 1     | 1     | 1     | 3    | 1     | 1     | 2   | -   | -   | -   | -   | 1   | -   |
| CO 3 | 1     | -     | 3     | 1    | -     | -     | -   | 1   | 1   | 1   | 1   | -   | -   |

|      |   |   |   |   |   |   |   |   |   |   |   |   |   |
|------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CO 4 | 1 | - | 3 | 1 | - | - | - | 1 | 1 | - | 1 | - | - |
| CO 5 | 1 | - | 3 | 1 | - | - | - | 1 | - | - | 1 | - | - |

**Correlation Levels:**

| Level | Correlation        |
|-------|--------------------|
| -     | Nil                |
| 1     | Slightly / Low     |
| 2     | Moderate / Medium  |
| 3     | Substantial / High |

**Assessment Rubrics:**

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Assignments (20%)
- Final Exam (70%)

**Mapping of COs to Assessment Rubrics:**

|     | Internal Exam | Assignment | Project Evaluation | End Semester Examinations |
|-----|---------------|------------|--------------------|---------------------------|
| CO1 | ✓             |            |                    | ✓                         |
| CO2 | ✓             |            |                    | ✓                         |
| CO3 | ✓             |            |                    | ✓                         |
| CO4 |               | ✓          |                    | ✓                         |
| CO5 |               | ✓          |                    | ✓                         |



**CALICUT UNIVERSITY – FOUR-YEAR  
UNDERGRADUATE PROGRAMME (CU-FYUGP)**

**Bachelor of Social Work (BSW) Honours**

**Field Work II**

|                |  |                  |                   |                    |             |
|----------------|--|------------------|-------------------|--------------------|-------------|
| Programme      | Bachelor of Social Work (B. S.W.) Honours  |                  |                   |                    |             |
| Course Code    | BSW4CJ205  |                  |                   |                    |             |
| Course Title   | Field Work II  |                  |                   |                    |             |
| Type of Course | Major  |                  |                   |                    |             |
| Semester       | IV   |                  |                   |                    |             |
| Academic Level | 200 - 299  |                  |                   |                    |             |
| Course Details | Credit   | Lecture per week | Tutorial per week | Practical per week | Total Hours |
|                | 4  | -                | -                 | 7                  | 105         |
| Pre-requisites | -  |                  |                   |                    |             |
| Course Summary | Students are placed in social welfare agencies like care homes, special schools, regular schools where they practice primary methods of social work, especially with individuals and groups. |                  |                   |                    |             |

### Course Outcomes (CO):

| CO  | CO Statement  | Cognitive Level* | Knowledge Category# | Evaluation Tools used  |
|---|---|------------------|---------------------|--|
| CO1   | Understand the scope of Social Case Work and Social Group Work as primary methods of Social Work.                             | U                | C                   | Daily Report   |
| CO2   | Understand the context of the services delivered by the field work agency and the specific needs of the clientele they serve. | U                | C                   | Evaluation by Agency Supervisor and faculty supervisor using evaluation proforma<br>Field work Seminar |
| CO3   | Describe the various social work tools and techniques that can be applied in working with different client groups             | U                | P                   | Summary Report<br>Field Work Viva Voce Examination   |
| CO4   | Develop skills in interviewing, assessment and planning social work interventions   | Ap               | P                   |  |
| * - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)<br># - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P)<br>Metacognitive Knowledge (M) |   |                  |                     |  |

### Nature of Work and Time Schedule

| No. of Hours of Field work Engagement/week | Total no. of Hours | Nature of Work  |
|--|--------------------|---|
| 7  | 105                | 1. Studying the administrative structure, functions and services of the organisation<br>2. Social group work- At least one group work to be recorded and reported<br>1. Social case work- At least one case to be recorded and reported<br>3. Assisting the staff in the delivery of services<br>4. Conducting house visits and institutional visits when required<br>5. Interacting with clients/service users |

|  |  |   |
|--|--|---|
|  |  | 6. Participating in the day to day activities like documentation<br>7. Preparation and submission of reports to supervisor and collaborating agency |
|--|--|---|

**Mapping of COs with PSOs and POs :**

|      | PSO 1 | PSO 2 | PSO 3 | PSO4 | PSO5 | PSO 6 | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 |
|------|-------|-------|-------|------|------|-------|-----|-----|-----|-----|-----|-----|-----|
| CO 1 | 1     | -     | -     | 2    | 2    | 2     | 1   | -   | -   | -   | -   | 1   | -   |
| CO 2 | 1     | -     | -     | 2    | 2    | 2     | 1   | -   | -   | -   | -   | 1   | -   |
| CO 3 | 1     | 1     | 1     | 2    | 2    | 2     | -   | 1   | 2   | 1   | 1   | 1   | -   |
| CO 4 | 1     | 1     | 1     | 2    | 2    | 2     | -   | 1   | 2   | 1   | 1   | 1   | -   |

**Correlation Levels:**

| Level | Correlation        |
|-------|--------------------|
| -     | Nil                |
| 1     | Slightly / Low     |
| 2     | Moderate / Medium  |
| 3     | Substantial / High |

**Scheme for External Evaluation of Fieldwork**

| Sl. No | Criteria   | Marks |
|--------|--|-------|
| 1.     | Summary Report (Should be submitted to the University at the end of the Semester. Minimum 10 typed pages. Times new Roman, Font size 13 with 1.5 spacing. Report should have only the student's register number in the face sheet) | 35    |
| 2.     | Field work Viva Voce Examination<br>(External Examiner appointed by the University)  | 35    |
|        | Total  | 70    |

### Scheme for Internal evaluation of Fieldwork

| Sl. No | Criteria   | Percentage of Marks |
|--------|--|---------------------|
| 1.     | Daily Report   | 12                  |
| 2.     | Evaluation by Agency Supervisor and Faculty Supervisor (Average) | 10                  |
| 3.     | Field work Seminar   | 8                   |
|        | Total  | 30                  |

### Split up of criteria- Internal

| Sl. No | Criteria                                     | Split up of criteria   |
|--------|--|--|
| 1.     | Daily Report                                 | Regularity and punctuality in submission                     |
|        |  | Ability to integrate theory in reporting                     |
|        |  | Analytical Skills  |
|        |  | Clarity in presenting ideas                                  |
|        |  | Language skills  |
| 2.     | Evaluation by Faculty and Agency supervisors | Ability to perform the assigned functions                    |
|        |  | Ability to work in a team and with different types of people |
|        |  | The extent to which the learning opportunities are used      |
| 3.     | Seminar on Fieldwork                         | Preparation and Presentation                                 |
|        |  | Use of audio Visual Aids                                     |
|        |  | Participation in discussion                                  |

### Mapping of COs to Assessment Rubrics:

|  | Internal Exam | Assignment | Project Evaluation | End Semester Examinations |
|--|---------------|------------|--------------------|---------------------------|
|  |               |            |                    |                           |

|      |   |  |  |   |
|------|---|--|--|---|
| CO 1 | ✓ |  |  | ✓ |
| CO 2 | ✓ |  |  | ✓ |
| CO 3 | ✓ |  |  | ✓ |
| CO 4 | ✓ |  |  | ✓ |